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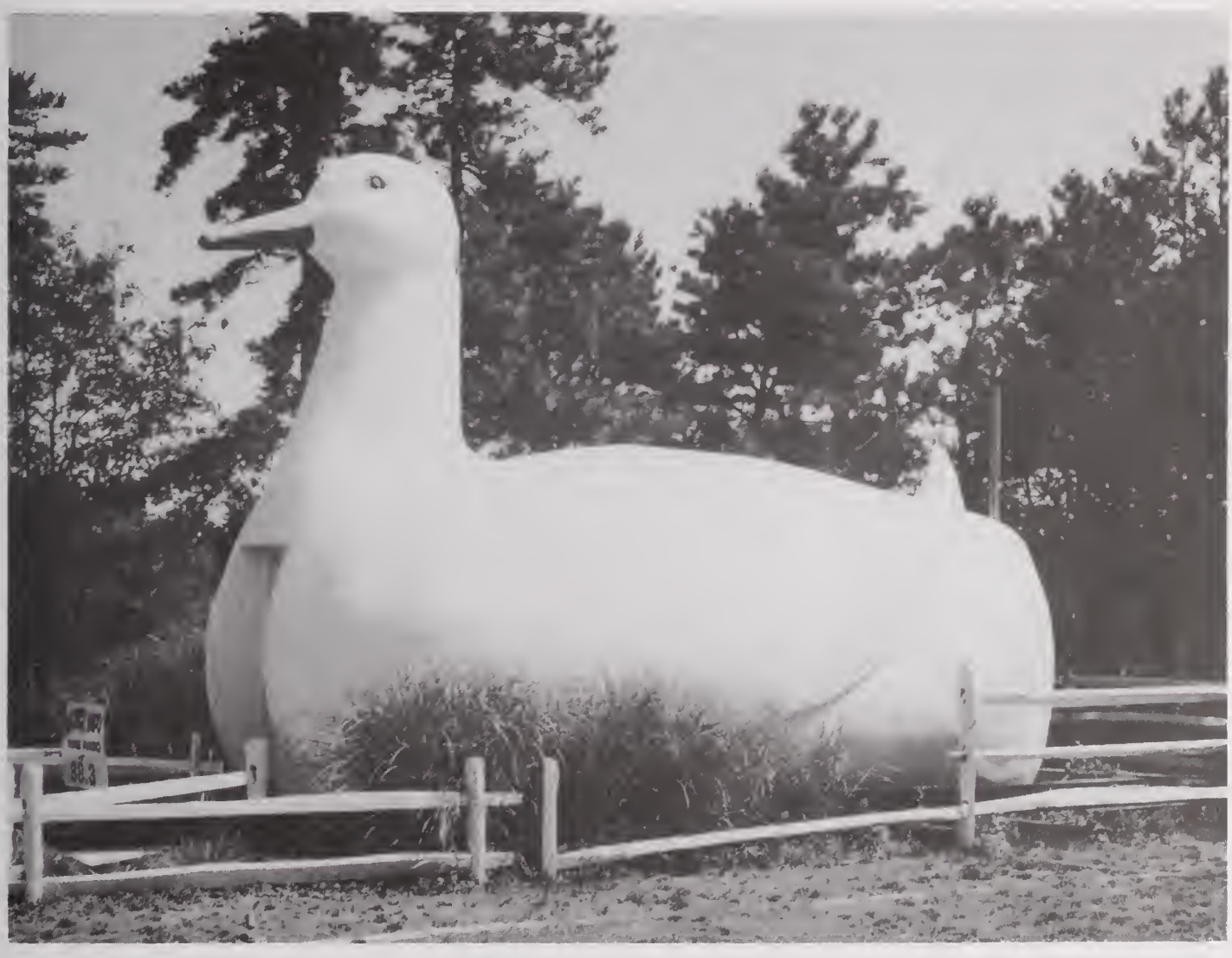
MARAC Winging Its Way to Long Island



The Big Duck, built in 1931. Courtesy, Hofstra University Archives

(See Page 8)

MARAC Fall 1999 Meeting Long Island, New York

The final MARAC meeting of the 1900s will be held on Long Island, NY, November 11-13, 1999. This also will mark the first time in its twenty-five year history that MARAC has visited Long Island.

To be more specific, the MARAC semi-annual meeting will be held in Hauppauge (pronounced "hop pawg"). Hauppauge is centrally located on Long Island, offering visitors the opportunity to explore both east and west of the conference hotel. There is plenty to see, so plan on spending the weekend on the "Island."

About Long Island

Three hundred years ago, Long Island was a land of farmers, families whose living depended on the fertile earth and their talent for cultivating potatoes, corn, wheat and other crops. Thirty years ago, Long Island began growing a new crop - the early biotech and technology firms that now are a dominant industry here. Today, Long Island is an area of rich diversity, unified by a still-strong connection to the sea and land.

Science has long been part of the Island's riches. Many of the nation's top geneticists were nurtured in the labs and conference halls dotting the shoreline at the Cold Spring Harbor laboratory. World-renowned physicists have probed the atom's core at large research facilities scattered throughout the scrub oak at Brookhaven National Laboratory in Upton. Four Nobel prizes have been awarded for work at Brookhaven and three at Cold Spring Harbor.

When it comes to transportation, the Island is a place of many firsts: from the countless records set by the fearless early aviators (including Charles Lindbergh) who flew from the airfields of Nassau County, to the groundbreaking Long Island Motor Parkway, William K. Vanderbilt II's 45-mile prototype of the nascent American highway. Long Island was also the birthplace of the modern American suburb (Levitown) and helped shape the shopping mall's place as a 20th-century village green.

MARAC's conference location, Hauppauge was the name given by Native Americans to the area around the headwaters of the Nissequogue River. Hauppauge means "overflowed land" in the Algonquin language. Long an area of farms, in this century Hauppauge has become a center for state and county office buildings as well as business and industry. From this key location, sites of historical and cultural interest spread to both the east and west.

The source for the above information, and much more about Long Island, is the award-winning *Newsday* local history website: www.lihistory.com

Conference Hotel

The conference location is the Wyndham Wind Watch Hotel and Hamlet Golf Club. The hotel is conveniently located in the center of the Island, one mile north of the Long Is-

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land Expressway. The hotel offers complimentary shuttle service to and from Long Island-MacArthur Airport (now a hub for Southwest Airlines) and the Ronkonkoma Station of the Long Island Railroad (one hour from Penn Station).

The hotel has a full range of recreational facilities: an 18-hole championship golf course, two-tiered driving range, putting green, indoor pool, full service health club, tennis courts, basketball court, Jacuzzi, saunas, massage therapist, and a softball field. MARAC also will have a hospitality suite Wednesday, Thursday, and Friday nights.

Room rates are $119 for single or double, $124 for a triple, and $129 for a quad. The conference rates are available for Wednesday through Friday nights. Rooms can be reserved by calling the hotel directly at (516) 232-9800. Rooms must be booked by October 20, 1999 to be eligible for the conference rate. A limited number of rooms are available for Saturday night at the conference rate. It is important to call the hotel as soon as possible to take advantage of the conference rate for Saturday night.

Thursday Tours

There are many historical and cultural sites to see on Long Island. The Local Arrangements Committee will include in the registration packets a full listing of sites to see and things to do.

There will be three formal tours on Thursday, November 11:

• Long Island Wine Country. One group will depart for an all-day tour of the "East End" of Long Island, particularly the North Fork. Possessing a New England-like charm and feel, the North Fork is one of the last unspoiled parts of the Island. The day will begin with a visit to the Suffolk County Historical Society in Riverhead, followed by a bus tour of some of the quaint villages on the area. Lunch will be at the Soundview Restaurant in Southold, overlooking the Long Island Sound. The afternoon will be spent visiting "Wine Country," the world-renowned vineyards in operation since 1974. The day will conclude with a visit to Pindar Winery for a tour and wine tasting. Cost: $55 per person.

• Historic Cold Spring Harbor. A morning tour will visit Cold Spring Harbor, a one-time whaling village that is focused on both the past and future. In addition to a walking tour through the village, the group will visit the Cold Spring Harbor Whaling Museum, which has extensive collections of maritime history and one of the premier scrimshaw collections in the northeast. The group also will visit the Cold Spring Harbor DNA Learning Center, the educational arm of Cold Spring Harbor Laboratory and the world's first biotechnology museum. Cost: $20.00 per person.

• Vanderbilt Museum Mansion, Park and Planetarium. An afternoon tour will visit "Eagle's Nest," the former home of William Kissam Vanderbilt II. This 43-acre estate overlooks Long Island Sound; its mansion, maritime museum, planetarium, and park today reflect the intellectual legacy of a remarkable man. Fine and decorative arts and natural history collections - gathered on Mr. Vanderbilt's round-the-world collecting voyages during the 1920s and 1930s - are part of the visitor's tour. Cost: $30 per person.

Information about exact times and departure locations will be sent to tour registrants.

Golf Tournament

In addition to pre-conference workshops and tours, Thursday will feature a MARAC Golf Tournament. The tournament will take place at the Hamlet Wind Watch Golf Club, located directly adjacent to the conference hotel. The Hamlet's course measures 6,613 total yards and offers a challenging slope rating of 130. The course provides spectacular views of Long Island's North Shore.

The fee for the tournament will be $55 per golfer, which includes greens fees, cart, and prizes. Registered hotel guests can reserve other tee times up to 60 days in advance by calling (516) 232-9850.

Friday Luncheon Speaker

The Friday luncheon speaker will be the Hon. Bernadette Castro, the Commissioner of the New York State Department of Parks, Recreation and Historic Preservation. Ms. Castro will talk about public-private partnerships as well as her department's efforts to preserve the papers of Robert Moses.

Friday Evening Reception

Friday evening, bring your appetite for history and good food to the reception to be held at the Seminary of the Immaculate Conception. This Romanesque-style architectural wonder is situated on 200 acres in exclusive Lloyd Harbor. It was built in 1930 and since that time has prepared local young men for the Roman Catholic priesthood. Attendees will have the opportunity to tour the building and see the new facility for the Diocesan Archives of the Diocese of Rockville Centre, which is quickly becoming a model for other religious archives. The reception will be a hearty buffet of Italian specialties, fruit and cheese, baked brie, crudités, grilled vegetables, breads, hummus and moutabel, artichoke and bean salads, cookies, and beverages including beer and wine.

Buses will be provided to and from the reception. In addition, buses will operate on a loop so that attendees can visit Huntington Village for dining or shopping. Additional details about buses will be included in the conference packet.

Additional Information

To find out the latest information about the Fall 1999 Conference, visit the conference website hosted by the Palmer School of Library and Information Science, Long Island University: www.liu.edu/palmer/marac

Questions also can be addressed to the chair of the Local Arrangements Committee: Gregory S. Hunter, Palmer School of Library and Information Science, Long Island University, C.W. Post Campus, 720 Northern Boulevard, Brookville, NY 11548; voice: (516) 299-2171; fax: (516) 299-4168; email: ghunter@titan.liu.edu

Of Mailing Times and Deadlines

The Spring and Fall issues of the *Mid-Atlantic Archivist* (*MAA*) are delivered by first class mail. The purpose of the change was to ensure that members receive information on MARAC meetings in plenty of time to plan their attendance. The Summer and Winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

. . .from the Editor

This is my last issue as editor of *MAA*. Beginning with the next issue, Susan Aprill will become editor. Under Susan's editorship, *MAA* will undergo changes associated with the hiring of Kimball & Associates as MARAC's management firm. The most immediate change will be that Kimball will handle compiling, printing, and distribution of *MAA*, tasks which have been done by three separate people.

Distribution was previously done by former MARAC Administrator Diana Shenk. But since the MARAC database was given to Kimball before *MAA*'s previous issue, Kimball & Associates has already taken over the distribution of *MAA*.

The printing has been done by Pickwick Press of Cranbury, New Jersey. Chuck Sullivan of Pickwick Press has done a great job of printing, always doing so quickly and producing a great product. My thanks and MARAC's thanks go to Chuck and Pickwick Press.

MARAC-and myself and all those associated with *MAA*-owe Amy Opitz, the compiler, a warm thank you for all she has done. Amy has worked as compiler for more than a decade. *MAA*'s consistency and quality are the result of Amy's diligence and dedication. Press deadlines, even quarterly ones, are tense times, but Amy has given kindly, patient support over the years, even as editors get irritable and impatient. My warm personal thanks to Amy for all the help she has given me, *MAA*, and MARAC.

There are many others I would like to thank, especially the section editors. A special thanks to Bruce Abrams, who, since he handles all the advertising, has made that the easiest part of the job. As the *Mid-Atlantic Archivist* moves into a new phase, I am sure officers and members of MARAC will give Susan as much support as they have given me. I wish Susan all the best; I know *MAA* will be in good hands.

Charles B. Greifenstein
Editor, *Mid-Atlantic Archivist*

About the Cover

Our unusual cover is a picture of one of Long Island's favorite pieces of roadside art. The Big Duck was hatched in 1931 as a Riverhead farmstand where ducks and duck eggs were sold. This unique piece of roadside kitsch is twenty feet tall and made of 16,500 pounds of wood, stucco and wire.

. . . from the Chair

There are several issues that I want to share with you in this article. The first is the Steering Committee meeting in July. As you know there are several new people (me included) on the Steering Committee, and some were attending their first Steering Committee meeting. It was a good exchange of issues and ideas.

One issue that had been discussed earlier was the formation of an Ad Hoc Committee to Review the *Mid-Atlantic Archivist*. Because some of the tasks surrounding the *Mid-Atlantic Archivist* are going to be taken over soon, or have already been assumed by Kimball & Associates, it seemed to be a good time to take a close look at this publication and make recommendations for change. The committee is chaired by Tom Frusciano. Committee members are Susan Aprill, Danna Bell-Russel, Charles Greifenstein, Susan Oderwald (Kimball & Associates), and Ben Primer. I am sure this committee will take a broad look at the *Mid-Atlantic Archivist* and, given their collective experience with this publication, present some very good ideas.

Greg Hunter, the local Arrangements Chair for our next conference in Hauppauge, New York, spent some time with the Steering Committee discussing the conference. This is the first MARAC meeting in my memory on Long Island. Greg talked about meeting arrangements and other conference plans. We should also note that the MARAC Education Committee and its chair, Tom Rosko, have been heavily involved in planning the workshop sessions for this conference. This was not the original plan, but it has worked well. All indications are that this meeting is coming together very well, with a good selection of sessions, workshops, and other activities . I look forward to seeing you at Long Island.

At the SAA meeting in Pittsburgh on August 26, a group of MARAC and MAC members got together to discuss our joint meeting in Cleveland next year (Fall 2000). We signed an agreement on operating this conference, and the joint committees for Program and Local Arrangements had an opportunity to meet and continue the planning in earnest. Some arrangements have already been made, including the conference hotel. I had an opportunity to talk with Frank Boles, the new President of MAC, and there is a lot of excitement about this meeting. Cleveland will be a good meeting site with some new things to see. The Rock and Roll Hall of Fame/ Museum comes to mind, and the Cleveland Public Library has just finished a major renovation of its grand old main library building downtown. The Western Reserve Historical Society is not far from downtown, and there are many other cultural offerings that are well worth the trip. Moreover, a joint meeting such as this will certainly generate some substantive and interesting conference sessions.

MARAC, as well as other archival and historical organizations, has been asked by NCCPH to lend its support to the passage of S. 217, a Congressional bill supported by Senator Daniel P. Moynihan that clarifies the tax deduction that may be taken by donors of manuscripts or historical papers who wish to restrict their donation in some way. Existing legislation is unclear on taking a deduction if a restriction still remains on the gift, and some estate planning lawyers have concluded that there may be an adverse tax consequence in retaining some control over access. This bill is intended to provide for the deduction, even if some level of restriction remains on the gift for a period of time. The Steering Committee will be looking at this issue shortly (by email), with additional information from Peter Wosh, MARAC's representative to NCCPH. Providing more flexibility to potential donors will certainly help those institutions receiving donated papers.

Jim Byers
MARAC Chair

★★★★★★

Visit MARAC's Website at http://www.itd.umd.edu/MARAC/marac-hp.htm

★★★★★★

Leonard Rapport Scholarship Report

Darlene Richardson
Virginia Museum of Transportation

Excuse the analogy, but I cannot resist comparing my journey to the Modern Archives Institute in June 1999 to that of Dorothy's famous search for the great and all-knowing Wizard of Oz. Hired as the first historian for the Virginia Museum of Transportation, Inc., last year, I was charged with managing the museums's library and archives-a task for which I had no prior formal training. Like Dorothy in her strange land, I had one of my own that encompassed four large rooms filled with eclectic, uncataloged, and ill-arranged collections that had been acquired over nearly forty years. I needed help from a wizard in a hurry.

Despite my ignorance in not knowing what to do first, I was committed to getting the archives into shape the "right way." I consulted frequently with the only archivist personally known to me-Beth Harris-who was (and still is) archivist at my college alma mater. Beth kindly saw to it that I was introduced to Linda Miller, another archivist in my region, and to MARAC and the Modern Archives Institute.

My initial exposure to the world and lingo of archivists was when I attended my first MARAC conference in November 1998. I was the obvious foreigner in the midst of conversations laced with words like provenance, humidity chamber, and lone arranger. I knew then I had a lot to learn! The more I surveyed the museum's archives collections, the more I felt myself sinking in quick sand. The Modern Archives Institute came to represent my only hope for salvation and I am forever thankful for my opportunity to attend the program.

On Day One of the Modern Archives Institute, I met fellow Virginian and MAI classmate, Minor Weisiger, on the Metro ride to the National Archives Building. Later, I was very impressed with the diversity, backgrounds, and friendliness of other MAI classmates and felt honored to participate in a program recognized on such a global level. I was fortunate in meeting one other classmate who reported having a collection as diverse as mine. By the end of my second day at the Modern Archives Institute, the word provenance was no longer foreign to me. In fact, it was a comfortable term that made perfect sense to me: I finally "got it." As I began thinking of how to apply the principle of provenance to my archives, the sensibility of its concept made everything fall into place, and I felt a tremendous amount of stress slowly eke away, out of my mind.

Hands-on exercises and practical advice provided by the friendly and experienced professional archivists during the first week were invaluable and all of the instructors were very helpful in answering questions before, during, and after sessions. Behind-the-scenes tours of National Archives I and II, and the Library of Congress provided me with a better appreciation for my own work space and its challenges. After learning the basic principles of archival function, theory, methodology, and practices, my appetite was whetted to learn more.

The second week of the Institute was my personal favorite, as most of my technical questions were answered then. I was honored to receive instruction and advice from experts such as Mary Ann Ritzenthaler, Alan Lewis, Library of Congress and U.S. Copyright Office staff, and many others. At times I felt pesky asking those experts specific questions about certain materials and matters in my archives, but they were all sincerely interested in helping me and saw to it that I got satisfactory and useful answers. I was impressed that vital issues such as ethics, law, copyright, working with volunteers, and public programs were addressed in the Institute's program. By the middle part of my last week at the Institute, I began to feel like a legitimate member of the archives family.

The Modern Archives Institute was a very well structured, organized, up-to-date and professional program that was easily the best bargain I have been privy to in years. Mary Rephlo and her wonderful staff at National Archives were exceptional in seeing that everything went smoothly and that Institute participants obtained answers to their satisfaction. The Institute provided me with a good and sturdy foundation in archives, instilled me with a sense of professional pride and confidence, introduced me to a supportive network of other archives family members from which to seek further advice, and stimulated my desire to acquire additional professional skills, knowledge, and training. We were also give invaluable resource books and materials.

I am indebted to MARAC and Leonard Rapport for providing me with the means to attend the Modern Archives Institute. As member of a small-staffed non-profit museum, I would not have been able to attend otherwise.

MODERN ARCHIVES INSTITUTE SCHOLARSHIP

The Mid-Atlantic Regional Archives Conference (MARAC) has instituted a scholarship program to provide an annual scholarship (two when funding permits) of $585.00 to cover tuition for one individual to attend the winter Modern Archives Institute (if two scholarships are available, one will be for the winter institute and one for the summer institute). This scholarship is established in honor of MARAC member Leonard Rapport and is known as the Leonard Rapport Modern Archives Institute Scholarship. To qualify for this program an individual must meet the following criteria:

1. Be a new member in good standing of MARAC with a membership of at least three months but less than three years duration at the time of application, and a member of a state caucus.

2. Be a new employee of at least one and no more than five years in an archival or archives-related field at the time of application, and

3. Not have received any MARAC scholarships prior to this award.

TO APPLY, applicants should submit a current resume, a letter outlining compliance with the qualifications AND including a statement indicating the perceived benefit of attending the Institute, and two letters of recommendation from persons having definite knowledge of the applicant's qualifications. All scholarship applications should be sent to: Tom Rosko, Chair, MARAC Education Committee, Senior Archivist for Manuscripts, NYU/N-YHS Mellon Project, The New-York Historical Society, 170 Central Park West, New York, NY 10024-5194,(212) 712-9082, Fax (212) 875-1591, Email tjr6@is7.nyu.edu.

DEADLINES: Applications for the winter scholarship should be received no later than October 1; recipients will be notified by December 1. Applications for the summer scholarship (if available) should be received no later than February 1; recipients will be notified by April 1. If there are no funds available for the summer scholarship, applications will be carried over into the fall scholarship application process. Individuals accepting the scholarship agree to write an essay not to exceed 1,000 words for publication in the *Mid-Atlantic Archivist* describing their experiences at the Institute.

PLEASE NOTE: Application is for the MARAC Scholarship only! Applicants must also contact the Modern Archives Institute to reserve space. For further information about the Modern Archives Institute, contact: Mary Rephlo, Staff Development Officer, National Archives and Records Administration, (301) 713-7390 ext. 260, mary.rephlo@arch2.nara.gov, Modern Archives Institute webpage: http://www.nara.gov/professional/mai.html

Submissions Needed for Frederic M. Miller Finding Aids Award

Applications are now being accepted for the 2000 MARAC Finding Aids awards to recognize outstanding achievement in the preparation of finding aids, paper or electronic, by institutions within the MARAC region (New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, West Virginia, District ofColumbia).

Nominations must be made by a MARAC member and the finding aid must be issued by an institution in the MARAC region. Nominated finding aids must be available to the public in the calendar year 1999. The top award will receive the designation of the Frederic M. Miller Finding Aids Award, in honor of the life and work of Dr. Miller. Awards will be presented at the Spring Meeting in May 2000.

Please send the url, or two copies of a printed finding aid by March 1, 2000 to:

Michael Knies, Special Collections Librarian, Weinberg Memorial Library,University of Scranton, Scranton, PA 18510-4700

Custer Award to Be Presented

The annual Arline Custer Memorial Award will be presented at the Fall 1999 MARAC Business Meeting. Please join the Custer Committee in recognizing an outstanding publication meant for both archivists and the general public.

Single Largest Grant from NHPRC Awarded to the State University of New York at Albany and University of California at Los Angeles

A newly funded research project will tackle one of the most critical global issues of the digital age--the long-term preservation of vital organizational records and critical research data created or maintained in electronic systems. Because of the fragility of the medium and the changes in hardware and software, the task of preservation of electronic records is formidable. Records will need to be moved to different platforms and/or software packages in order to be maintained permanently, but throughout these processes, there will need to be an assurance that the records are as authentic as they were when they were first created. Philip Eppard, Dean of the School of Information Science and Policy at the University at Albany, State University of New York, will be the principal investigator and director on a grant for the United States component of an international research project on the preservation of electronic records. Professor Anne Gilliland-Swetland from the Department of Information Studies at UCLA will serve as co-director on the project. The grant of $424,796 from the National Historical Publications and Records Commission, the grant-funding agency of the National Archives and Records Administration, is for eighteen months and represents the single largest award ever made by the Commission.

The project, known as the InterPARES Project (International Research on Permanent Authentic Records in Electronic Systems), will investigate and develop theories, methodologies, and prototype systems required for the permanent preservation of authentic electronic records. It will also develop model policies, strategies, and standards to ensure preservation of the authenticity of those records.

InterPARES is a three-year collaborative project based at the University of British Columbia. It brings together national teams of researchers from Canada, the United States, Italy, the United Kingdom, Australia, Ireland, the Netherlands, Sweden, Japan, China, and Hong Kong. In the U.S., researchers at the University at Albany, UCLA, the University of Missouri, Georgia Tech, and Penn State are all involved in the project in collaboration with electronic records specialists at the National Archives in Washington, D.C.

In addition, there is an industry group, including the Collaborative Electronic Notebook Systems Association (CENSA), which represents a worldwide industry group including pharmaceutical, chemical, biotechnology, high-tech, and other businesses that are interested in developing electronic lab notebooks.

"This project is distinctive in that it brings together archivists, records managers, preservation experts, computer scientists from around the world to deal with what is a worldwide problem. If our project is successful, people who need to access information from records created electronically in the 1990s will have a guarantee that those important electronic records have survived and are authentic." Eppard said.

Further information is available on the US-InterPARES Website at http://www.is.gseis.ucla.edu/us-interpares

Announcement of the United States Capitol Historical Society Fellowship

Applications are invited for the fifteenth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is $1500 per month.

Applications must be postmarked by February 15, 2000. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 228-1222.

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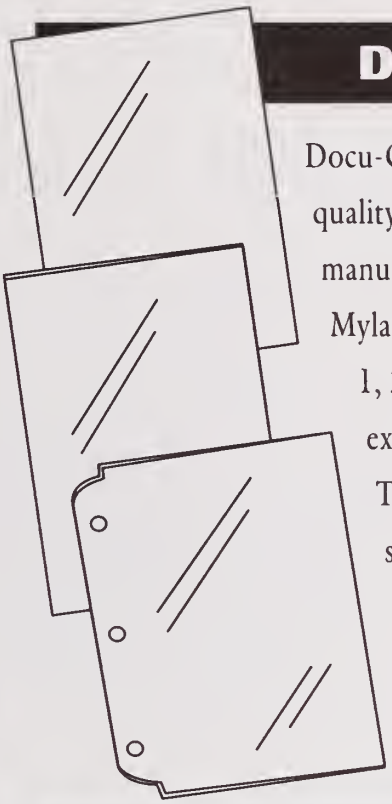

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MARAC Distinguished Member Award Nomination

*The MARAC Steering Committee is requesting nominations for its Distinguished Member Award. Deadline for receipt of Nominations: Friday, October 22, 1999 at 5:00 p.m. The Award will be given at the Spring or Fall MARAC meeting following review of the nominations by the Outreach and Steering Committees. (**Note:** The Distinguished Member Award and the MARAC Service Award are two separate awards.)*

Award Criteria

- *The Award will be granted one time only.*
- *The Award may be given on an annual basis.*
- *No more than three nominees will be recognized in a given year.*
- *Nomination requires three letters of support submitted to the Outreach Committee.*
- *The Outreach Committee will review the nominations for compliance to criteria (listed below) and submit nominations to the Steering Committee.*
- *Awards will be given to nominees receiving at least a 2/3 approval vote of the Steering Committee.*
- *Awards in the form of a wooden plaque and lapel pin will be presented to the recipient at the Spring meeting.*

Nominees for the MARAC Distinguished Service Award must be:

Long-standing, hard-working, MARAC members who have given time and energies to the conference and profession such as: paper presentations, workshops, committee service, duty as State Caucus Representative, MARAC officer, significant contribution to archival service, publications, MARAC meeting arrangements and programming. It is the intent of this award that the recipient be nearing retirement after a long and distinguished careers.

***Past Recipients**: Ron Becker, Mary Bocaccio, Don Harrison, Leonard Rapport, and Martha Slotten*

Name of Person to be recognized. Record name as it should appear on the plaque. Check spelling of name and proper form of name (nicknames, etc.)

Outstanding service performed by individual: (Check all that apply, give details below.)

☐ Paper Presentations ☐ Workshops ☐ Committee service

☐ State Caucus Representative ☐ MARAC Officer ☐ Publications

☐ Contributions to archival service ☐ MARAC meeting arrangements and programming

Submit to Outreach Committee THREE weeks before Fall and Spring Conferences.

Michelle M. Powers, Rockefeller Archive Center, Pocantico Hills, 15 Dayton Avenue, Sleepy Hollow, NY 10591
Call: (914) 366-6322 or email: powersm@rockvax.rockefeller.edu

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For Outreach Committee use, record date of action, decisions made

Outreach Committee Review -

Steering Committee Review -

Information given to MARAC archivist for preparation of wooden plaque and lapel pin

Wooden plaque and lapel pin given to Outreach Committee for presentation:

Date presented: _____ Submitted by: _____

Presented at ☐ Spring _____

☐ Fall _____ Date: _____

For details about service performed by individual

Please detach here and mail to Michelle M. Powers, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591

MARAC Service Award Nomination

*Nominations are being accepted for MARAC Service Awards. If you wish to nominate a deserving individual fill out the form below. Deadline: October 22, 1999, 5:00 p.m. The Award will be given at the Spring or Fall MARAC meeting following review of the nominations by the Outreach and Steering Committees. (**Note**: The Distinguished Member Award and the MARAC Service Award are two separate awards.)*

Name of Person to be recognized. Record name as it should appear on the certificate. Check spelling of name and proper form of name (nicknames, etc.)

Outstanding service performed by individual (Provide specific details prepare draft for text of certificate):

Submit to Outreach Committee THREE weeks before Fall and Spring Conferences.

Michelle M. Powers, Rockefeller Archive Center, Pocantico Hills, 15 Dayton Avenue, Sleepy Hollow, NY 10591
Call: (914) 366-6322 or email: powersm@rockvax.rockefeller.edu

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For Outreach Committee use, record date of action, decisions made

Outreach Committee Review -

Steering Committee Review -

Information given to MARAC archivist for preparation of certificate
(six to eight weeks before the meeting)

Completed certificate given to Outreach Committee for presentation:
Date presented: _____

Submitted by: _____

Presented at ☐ Spring _____
☐ Fall _____

Date: _____

Detach and mail to Michelle M. Powers, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591

State & Local News

I hope you all had a wonderful summer and the drought didn't cause too many problems. As you will see several caucus are gearing up for Archives Week activities. I hope you will join in these events. If you have information for the State and Local News column, let your caucus rep know or send me email at dbell@loc.gov.

D.C.

The DC Caucus is pleased to announce the schedule of events for Archives Week, October 10-16, 1999. The DC Caucus and several local archives will host a variety of workshops and special programs to promote archives in the Washington, DC metropolitan region.

On Wednesday October 13th, the Historical Society of Washington (HSW) and the Friends of Washingtoniana, DC Public Library, will offer a workshop on researching neighborhood history. The workshops will be conducted by librarians Gail Redmann and Matthew Gilmore and will offer instruction and the opportunity to explore a variety of resources, including old photographs, maps, and city directories. The workshop will begin at HSW at 5:45 p.m. and conclude at Washingtoniana at 8:45 p.m. The cost for the workshop is $15 for HSW members and Friends of Washingtoniana ($20 for non-members) and includes HSW admission and metro fare. Reservations and advance payment are required as enrollment is limited to 15 people. For more information or to make a reservation, please call HSW at (202) 785-2068 ext. 111.

On Thursday October 14th, the DC Caucus will host an archives fair and a series of workshops and lectures at the Sumner School Museum and Archives (1201 17th Street NW) from 10:00 a.m. to 4:00 p.m. The archives fair will feature exhibits and demonstrations throughout the day. Special prizes will be awarded to individuals who answer a series of questions based on the exhibits. The special activities are as follows: 10:30 a.m., Archivist Katherine Brasco will discuss the work of cartoonists Clifford and Jim Berryman; 12:00 noon, Patti Williams will lead a workshop on creating and preserving photo scrapbooks; 2:00 p.m., "Meet the Conservator" - Consult with Diane van der Reyden, a trained paper conservator, about your family's treasures; 3:30 p.m., "The C & O Canal," local student Laura Beaufort will give her award winning National History Day presentation. Admission is free. For additional information on the archives fair, please call Susan McElrath at (202) 673-2405.

On Saturday October 16th, the National Park Service will host three workshops at the Mary McLeod Bethune Council House National Historic Site. These workshops will provide participants with the building blocks to preserve their family papers and the files of the organizations to which they belong. Susan McElrath, Archivist at the Bethune Council House, will lead the following workshops: 10:00 a.m., "How to Document and Organization"; 11:15 a.m., "The Do's and Don'ts of Document Preservation"; and 12:30 p.m. "Introduction to Archival Research." The workshops are free, but enrollment is limited, so reservations are required. For additional information or to reserve a space, please call Susan McElrath at (202) 673-2405.

On Saturday October 16th, at 2:00 p.m., the Peabody Room of the Georgetown Public Library will host "Looking Back," an open house and family old-time slide show. For additional information, please call Susan Malbin at (202) 282-0214.

Delaware

The Hagley Museum and Library received a $490,000 grant from The Andrew W. Mellon Foundation to support a five-year project to preserve and provide access to the Library's unprocessed research collections.

★★★★

A correction from a previous column: The Leon deValinger papers and Thomas R. Carper Congressional papers are in the Special Collections Department of the University of Delaware Library, not the University of Delaware Archives, as was reported in the last MAA. Our apologies for this error.

Maryland

The Howard County Historical Society in Ellicott City has begun implementation of a new, grant-funded, cultural documentation project. This project, "The Changing Heart: Howard County Personal Histories," will document, index, publish, and distribute to all pertinent public institutions a record of all oral and written personal histories of Howard County people. This project will also transcribe thirty oral histories in those identified collections, other than the Howard County Historical Society, in cooperation with the holding repository. The index will provide access to the research which has already been done. It will provide a comprehensive description of the research and repository location and contact information. By consolidating

Howard County's current knowledge in a usable format, the project will provide a solid model for personal histories finding aids. This project is funded by the Howard County Historical Society, the Maryland Historical Trust, and Nordstrom's.

Because this project is a potential model for the Maryland Historical Trust to offer to other counties in their own cultural conservation, HCHS will be hosting an advisory board for the grant. The advisory board is composed of oral historians and folklorists from across the Maryland. The project will be spearheaded by Lynne Humphries-Russ, the Society's Reference Specialist.

★★★★

The Montgomery County Archives, located in Rockville, (http://www.mont.lib.md.us/archives.html) joined with twenty-five other historic sites dedicated to preserving history when they celebrated the County's second annual History Day on July 11th. Archivists Rebecca Fitzgerald and Stephanie Ashley mounted an exhibit, "Relief and Reform: The Growth of Public Services in Montgomery County," which focused on the development of public health, public safety, social services, recreation facilities, and libraries in the early part of the century. On July 28th they also hosted a tour of the Archives for the Maryland Caucus. Attendees learned about the history of the Archives, current operations, and aspirations for future, and were treated to a tour of the Red Brick Courthouse, the home of the Archives, by staff from Peerless Rockville, a very active historic preservation organization which is housed directly above the Archives. Peerless Rockville (http://millkern.com/peerless/home.html) also holds a impressive photographic collection and a number of interesting documents. The Montgomery County Archives is administer by employees of History Associates, Incorporated http://www.historyassociates.com/contact.html.

★★★★

The Maryland Historical Society (Baltimore) announces that the retrospective conversion of the Library's book and manuscript card catalog is complete. Their new online public access catalog can be reached at http://www.mdhs.org/library. This new availability of the catalog records of this rich and varied collection from off-site should have a profound affect on Maryland historical and genealogical research. Access can also greatly assist smaller local history collections throughout the state to more fully service their patron's information needs, as well as potentially influencing the cataloging and collection development of such institutions.

"More Than Meets The Eye: Maryland History in Prints, 1750-1900" is an exhibit running at the Maryland Historical Society (Heritage Wing, 201 West Monument Street) from July 16, 1999-January 16, 2000. The prints presented in this exhibition explore four themes from Maryland's history: immigration, rowdyism (riots and unruly gatherings), evangelical religion and reform movements, and changes imposed upon Maryland's landscape by the rapidly increasing population. This exhibit was curated by Laura Rice. Now of New York, Laura is the former MHS Prints and Photographs Librarian (Curator). A large-scale book on the subject, authored by Rice and published by The Press at the Maryland Historical Society, will be available in winter of 1999-2000. Orders are now being taken. The study will be heavily illustrated with 320 images, 80-100 in full color. For further information on the exhibit and\or the book contact the MHS at (410) 685-3750.

★★★★

Celebrate Archives Week 1999 in Baltimore with the Maryland Caucus on Thursday, October 14th, as the Caucus observes the celebration with "dinner and an archives". One of MARAC's premier Renaissance men, Tom Hollowak, will be giving a guided tour of his institution, the Archives & Special Collections Department, Langsdale Library, of the University of Baltimore (1420 N. Charles Street). As Archivist, Tom is responsible for approximately 70 collections which document urban planning in the metropolitan Baltimore area; ancestral lineage societies; and local cultural, education, and political groups or organizations. Tom previously held the position of Baltimore City Archivist and Records Management Officer. Tom also serves as the Archivist for the General Society of Colonial Wars in America. His other ventures include the establishment of the Archives of Maryland Polonia, and he is the owner of Historyk Press. Both the Archives and Historyk Press make available the history and genealogy of Maryland's Polish Community. Tom has studied at the Jagielleon University in Krakow, Poland.

Participants will meet at the University of Baltimore at 3:30. Directions to the University are available on the web at http://www.ubalt.edu/main/about/directions.html. The University is easily reached by lightrail and railroad. If you will be driving, please contact Tom at thollowak@ubmail.ubalt.edu or (410) 837-4268 so he can mail you a parking pass prior to the event. Dinner will take place at a restaurant in Baltimore's historic and beautiful Mount Vernon neighborhood. Mount Vernon, a cultural hub of Baltimore, is home to the "real" Washington Monument, the Maryland Historical Society, the Peabody Institute of The Johns Hopkins University, the Enoch Pratt Free Library, the Walters Art Gallery, and block after block of exquisite architecture. As always, members of neighboring caucuses are invited to join the Maryland caucus celebration. For further information contact Mary Mannix at (301) 924-2054 or mm0028@mail.pratt.lib.md.us.

The New Jersey Caucus had a meeting on July 27th at the Monmouth County Historical Association. Attendees shared news of ongoing projects. Gary Saretzky and Steve Dalina outlined plans for the Fall Conference in Long Island, Nov. 11-13, and the Spring Conference in New Brunswick, May 18-20. Gary then gave a tour of the "Murder in Monmouth!" exhibit. The next Caucus meeting will be at the Atlantic County Library, 40 Farragut Avenue, Mays Landing, at 2pm on October 7th. The meeting takes place after the workshop on obtaining grants being offered by the New Jersey Historical Commission. (For information about the workshop, call Mary Murrin at (609) 984-0954). In keeping with the day's theme, the Caucus will present a symposium on the CAPES program. Dan Jones, CAPES Coordinator, is planning a stimulating program featuring CAPES Consultants Susan Lunas and Lisa Mangiafico, as well as recipients of CAPES consultations. Speakers will address issues such as how to prepare for and follow up on a CAPES visit

★★★★

New Jersey will sponsor its annual Archives and History Day program on October 16th, at the Monmouth County Public Library in Manalapan. The event, which is co-sponsored by the New Jersey Caucus, features a series of educational programs concerning New Jersey history and using archives for historical research. Carol Cronheim of the State Planning Office will present the keynote address on the State of the State with respect to history program initiatives. Other topics include the development of the New Jersey encyclopedia, presented by Marc Mappen and Maxine Lurie; oral history programs and techniques, with Howard Green and Sandra Holyoak; New Jersey bibliographic resources with speaker Donald A. Sinclair; and the early history of Monmouth and Ocean counties, presented by Pauline Miller and Claribel Young. There will also be several workshops offered. Daniel Jones and Carla Tobias will present a workshop on archival methodology. Two workshops will be given on using the Internet. One will focus on using the Internet to conduct historical research, which will be presented by Stanley Nash and Thomas Frusciano, the other will discuss using the Internet to appraise books. Charles Lloyd will host that workshop.

In addition to the educational lecture programs and workshops, Monmouth County will present the Jane Clayton Award to J. Louise Jost, who through her work in Shrewsbury has made an important contribution to the knowledge of Monmouth County history. In addition, the New Jersey Caucus will present its annual award to the New Jersey State Archives for its leadership in the archives field and the New Jersey Studies Academic Alliance will present its annual author's award to Donald A. Sinclair, who will also be speaking at the program.

There will also be a video film festival with numerous videos concerning local history and archives techniques and an exhibit hall with approximately fifty New Jersey archives and historical organizations participating.

Another feature of the event, introduced last year, is the New Jersey History Game. Attendees try to answer a multiple choice test on New Jersey History, developed specially for this event. Visitors will find an answer to a different question at each of the exhibitors' tables. All those who get the answers right and turn in their game sheet on Archives and History Day will win a small prize and be eligible for a drawing for a luncheon with the County Clerk. The New Jersey History Game will also be placed on the Monmouth County Archives web page after the event (see http://shore.co.monmouth.nj.us/01171_archives, for last year's game).

There will be tours of the Monmouth County Archives and an opportunity to view a new version of the exhibit, "Murder in Monmouth,!" which was at the Monmouth County Historical Association from May through July.

Archives and History Day is open to the public and free to attend. Preregistration is only required for the archives training workshop. To register for the workshop, contact Carla Tobias. Attendance at the workshop is limited to twenty.

Questions about Archives and History Day should be addressed to:

Registration for Exhibitors: Mary Knox, (732) 308-3772

Archives and History Organizations Literature Exhibit: Carmen Triggiano,

(732) 308-3772

Archives Training Workshop: Carla Tobias, (732) 462-1466

Other Questions: Gary D. Saretzky, (732) 308-3772

The Archivists Round Table of New York is planning a number of events to celebrate Archives Week. The Family History Fair will be held Sunday, October 17th, from 12-5pm at the Fashion Institute of Technology, Dubinsky Student Center West 27th Street at Eighth Avenue, Manhattan. Workshops to be held include Computers and Genealogy, Interviewing Relatives, Puerto Rican and Hispanic Genealogy, and the African Burial Ground and Gravestones as Records. There will be a large number of vendors available as well. Call (212) 415-5544 or send e-mail fhf@nycarchivists.org for more information.

★★★★

The Archivists Round Table held their September meeting at the Museum of Modern Art Archives on September 22nd. The presentation, which was en-

titled "A Decade of Documenting the Modern," provided information about the activities of this unique repository.

Founded in 1929, The Museum of Modern Art is committed to establishing, preserving, documenting, and exhibiting the finest modern and contemporary art. Chartered as an educational institution, The Museum of Modern Art has remained devoted to the encouragement of the creation and presentation of modern art as well as the art education of a global audience. The Museum of Modern Art Archives was established in 1989 by resolution of the Board of Trustees to organize, preserve, and make accessible the Museum's historical documents, and to collect documentation relevant to the work of the institution. In order to ensure the preservation of relevant institutional documentation, the Museum Archives created and directs the Museum's Records Management Program. Additionally, to complement the written record, the Museum Archives instituted the Oral History Project. Since 1998, the Museum Archives has acquired manuscript collections, previously maintained by the Library, concerning aspects of twentieth-century art that reflect the Museum's expertise and/or interests.

Michelle Elligott, Museum Archivist, provided an overview of the Museum Archives, including its holdings, a recent exhibition of archival materials, and future initiatives. Ms. Elligott has written and lectured on The Museum of Modern Art, and has co-organized exhibitions ranging from the artistic circle of poet Stephane Mallarme to the Museum's relationship with Jackson Pollock. She received her B.A. in art history from Smith College and is currently completing her M.A. in art history at Hunter College. She previously served as Assistant Director of the C. Grimaldis Gallery in Baltimore, Maryland.

Claire Dienes and Michelle Harvey also commented on aspects of the Museum Archives program. Ms. Dienes, Assistant Archivist/Mellon Fellow, who discussed the Oral History Project and the manuscript collections, has received degrees in art history from Smith College, Columbia University and the University of Paris IV-La Sorbonne. Ms. Harvey, who serves as Project Assistant and Administrative Assistant, received her B.A. in art history and English literature from Smith College. She discussed the Museum Archives website and records management.

★★★★

The Baker-Cederberg Museum and Archives of Rochester General Hospital has just received a grant from the New York State Archives Documentary Heritage Program. The grant is to organize the Behavioral Health Network (BHN) archives and is in the amount of $5,925.00.

"The goal of this grant is to survey the mental health community and establish an archive for the BHN. The documentation survey will identify appropriate records and locations of related materials, illustrating the development of mental health activities in the Rochester region. This will also help in identifying collections for future DHP and NHPRC grants. MARC-AMC records will be generated for participating mental health agencies and the BHN collection." Rosemary R. Finn, Ph.D., Assistant Curator, will be the Project Archivist.

★★★★

The Metropolitan New York Library Council continues to supply high quality educational programming for those interested in learning more about working with archives and other library and history related subjects. For further information visit the Council's website at http://metro.org

The staff of the Chester County Historical Society and Chester County Archives has announced that the tax assessment records for Chester County have been microfilmed and are now available at the both Historical Society and the Archives. This project was made possible through a local history grant from the Pennsylvania Historical and Museum Commission given to the Historical Society. The records microfilmed cover the years 1801-1873 and are a valuable resource for genealogists, local historians and scholars for the information provided on homes, buildings, occupations, livestock and property owners.

Washington and Lee's Special Collections has created two websites. The first contains forty-six letters from the Robert E. Lee Papers representing various facets of Lee's career, especially his presidency of Washington College. (http://miley.wlu.edu/LeePapers). The second site is under construction in connection with a grant from the Associated Colleges of the South highlighting various manuscript holdings related to Civil War history. Vaughan Stanley, Special Collections Librarian, and John Blackburn, Media Center Director, are developing this site.

★★★★

Special Collections at The College of William and Mary will be temporarily moving out of the Earl Gregg Swem Library while a major addition is being constructed. Special Collections comprises the Manuscripts and Rare Books Department, the University Archives and the Warren E. Burger Col-

lection. It presently occupies about 12,000 square feet of space in Swem Library. Most of Special Collections' materials and the public reading room will relocate to an off-campus building that the college is renovating. Special Collections will also operate a small satellite reading room on campus to serve undergraduate students. Special Collections will occupy these interim quarters throughout the construction of Swem's new addition and renovation of the existing library building, which is expected to take three to four years to complete. When all construction is complete, Special Collections will return to campus, to its permanent home in a newly-constructed pavilion of Swem Library. It will be a busy year for the Special Collections staff as they plan their interim operations and prepare the collections for the move.

★★★★

Staff at the Library of Virginia has recently prepared two research notes designed to assist researchers using the collections. Research Notes Number 6, "Using County and City Court Records in the Archives at the Library of Virginia," was prepared by Robert Y. Clay and J. Christian Kolbe and describes the major series of court records found in Virginia localities. Research Notes Number 7, "The Virginia Colonial Records Project," was just completed by research archivist Virginia S. Dunn. This note describes the records found in this important source and the methods to search them. Copies of the notes are available on request from the Library of Virginia, 800 East Broad St., Richmond, VA 23219-8000 and on the Library's Home Page http://www.lva.lib.va.us.

★★★★

Hollins University is in the process of acquiring the papers of noted poet Brendan Galvin. Approximately forty-two boxes of papers will arrive sometime in October.

★★★★

Edmund ("Ned") Berkeley, Jr., retired from the University of Virginia Library at the end of March and was elected associate professor emeritus by the University's Board of Visitors. He began his archival career at the former Virginia State Library in 1963, and returned to UVA in 1965, where he remained until his retirement. He has served as curator of manuscripts, university archivist, and university records manager, and was appointed the first director of special collections when that department was formed in 1988. Ned was a founding member of MARAC and has been active in its work, most recently serving as program chair for the Charlottesville meeting. He is also active in the Society of American Archivists, formerly serving as a member of Council. He is a fellow of the Society as well. The Virginia Caucus wishes Ned much enjoyment in his retirement!

★★★★

Linda Angle Miller, Roanoke College Archivist and Virginia Caucus Representative, and Beth Harris, Hollins University Special Collections Management Librarian, are developing an archivists' roundtable for the southwest Virginia area to be held sometime in late October. For professionals and non-professionals alike, the meeting will include a presentation as well as discussion of the needs (especially educational) of the area's volunteers, paraprofessionals and professionals. For further details (or suggestions) or to be included on the mailing list, please contact either Linda Miller (540) 375-2490 (e-mail: lmiller@roanoke.edu) or Beth Harris (540) 362-6273 (e-mail: bharris@Hollins.edu).

Out of Region

Archives Places Exhibit of First Evangelistic Television Broadcast on the Web

Fifty years ago, there had never been a coast to coast television broadcast of a Christian evangelistic program in the United States. The first such broadcast was of Percy and Ruth Crawford's *Youth on the March* program on October 9, 1949, from the Philadelphia area. Fifty years later on the World Wide Web, people can view this pioneering program again.

On October 9, 1999, the Archives of the Billy Graham Center (BGC) at Wheaton College will open on its website a new virtual exhibit about this first broadcast, thanks to the kind assistance of the Crawford family. The exhibit is called "'As This Is Our First Broadcast' Percy and Ruth Crawford and the Birth of Televangelism." It can be found on-line at www.wheaton.edu/bgc/archives/crawford.htm.

The BCG Archives collects material on nondenominational North American Protestant efforts to spread the Christian Gospel. Its hundreds of collections include the records of mission agencies, evangelistic organizations and service associations; the private papers of missionaries and preachers; oral history interviews and the files of congresses and conferences. Percy Crawford, a 1929 graduate of Wheaton College, is one of many Wheaton alumni represented in Archives materials. Anyone may use the processed collections of the Archives.

The Billy Graham Center is located on the Wheaton College campus at 500 College Avenue, Wheaton, Illinois. For further information, call the reference archivist of the BGC Archives at (630) 752-5910 or use the following email address: bgcarc@wheaton.edu or visit the website at http:///www.wheaton.edu/bgc/archives.

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1999
April 1, 1999 - June 30, 1999

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1998 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$9,343.00	$4,505.00	$862.00		89%	$14,710.00	$15,180.00
Publications Sales	1,500.00	181.26	391.02	75.00		43%	647.28	810.30
Pub. Advertising	1,000.00	127.50	127.50	301.00		56%	556.00	1,147.50
Bank Interest	5,000.00	240.36	263.28	167.61		13%	671.25	4,663.73
Conferences	15,000.00	9,763.87	0.00	4,535.58	0.00	95%	14,299.45	17,854.51
Mailing List Sales	400.00	50.00	0.00	40.00		23%	90.00	300.00
Contributions	500.00	185.00	70.00	10.00		53%	265.00	320.00
Miscellaneous	100.00	0.00	48.78	20.00		69%	68.78	81.00
Total Revenue and Support	**$40,000.00**	**$19,890.99**	**$5,405.58**	**$6,011.19**	**$0.00**	**78%**	**$31,307.76**	**$40,357.04**
EXPENSES								
General	$1,400.00	$0.00	$20.00	$519.39		39%	$539.39	$1,278.00
Administrator	6,170.00	47.70	842.53	5,369.03		101%	6,259.26	1,386.21
Treasurer	700.00	10.00	522.59	6.60		77%	539.19	625.52
Membership	1,531.00	91.10	60.54	219.97		24%	371.61	349.08
Committees	5,793.00	31.11	1,301.69	413.51		30%	1,746.31	2,339.77
Publications	15,500.00	1,845.00	2,189.00	2,459.00		42%	6,493.00	9,558.17
MARAC Archivist	500.00	0.00	0.00	500.00		100%	500.00	500.00
Awards	475.00	200.00	0.00	225.00		89%	425.00	325.00
Conference Advances	5,000.00	2,000.00	0.00	0.00	0.00	40%	2,000.00	4,155.00
MARAC Scholarship	2,431.00	565.00	0.00	829.51		57%	1,394.51	1,970.64
Grant Project Expenses	500.00	436.98	71.56	0.00		102%	508.54	0.00
Miscellaneous	50.00	10.00	0.00	0.00		20%	10.00	0.00
Total Expenses	**$40,000.00**	**$5,236.89**	**$5,007.91**	**$10,542.01**	**$0.00**	**52%**	**$20,786.81**	**$22,487.39**
NET INCOME or (NET LOSS)	**$0.00**	**$14,654.10**	**$397.67**	**($4,530.82)**	**$0.00**		**$10,520.95**	

SUMMARY

Opening Balance	$133,227.66
Income	6,011.19
Expenses	(10,542.01)
Closing Balance	**$128,696.84**

Cash Accounts

Checking Accts:	$12,105.83
Savings Accts:	45,396.83
Cert. of Dep:	71,194.18
Total	**$128,696.84**

Fund	Opening	Credits	Debits	Closing
Current	$76,468.30	$5,843.58	($10,542.01)	$71,769.87
Endowment	16,759.46	167.61		16,927.07
Reserve	40,000.00			40,000.00
Total	**$133,227.76**	**$6,011.19**	**($10,542.01)**	**$128,696.94**

Preservation News

Do you have preservation information to share about your institution, state, or region? Help keep your MARAC colleagues abreast of the latest news by sending information to: Evelyn Frangakis, Preservation Officer, National Agricultural Library, 10301 Baltimore Ave., Room 300, Beltsville, MD 20705-2351, fax (301) 504-7593, e-mail efrangak@nal.usda.gov.

New Research Project on Preserving Electronic Records

A newly-funded research project will tackle one of the most critical global issues of the digital age-the long-term preservation of vital organizational records and critical research data created or maintained in electronic systems. Because of the fragility of the medium and the changes in hardware and software, the challenge of preserving electronic records is formidable. The grant of $424,796 from the National Historical Publications and Records Commission (NHPRC) represents the single largest award ever made by the Commission.

The project, known as the InterPARES Project (International Research on Permanent Authentic Records in Electronic Systems), will investigate and develop theories, methodologies, and prototype systems required for the permanent preservation of authentic electronic records. It will also develop model policies, strategies, and standards to ensure preservation of the authenticity of those records. InterPARES is a three-year collaborative project based at the University of British Columbia. It brings together national teams of researchers from Canada, the United States, Italy, the United Kingdom, Australia, Ireland, the Netherlands, Sweden, Japan, China, and Hong Kong. In the U.S., researchers at the University at Albany, UCLA, the University of Missouri, Georgia Tech, and Penn State are all involved in the project in collaboration with electronic records specialists at the National Archives in Washington, D.C. In addition, there is an industry group, including the Collaborative Electronic Notebook Systems Association (CENSA), which represents pharmaceutical, chemical, biotechnology, high-tech, and other businesses that are interested in developing electronic lab notebooks. Further information is available on the US-InterPARES websites at www.is.gseis.ucla.edu/us-interpares or http://www.is.gseis.ucla.edu/us-interpares.

★★★★

U.S. Charters of Freedom at NARA to Receive New Encasements

The Declaration of Independence, the Constitution and the Bill of Rights (known collectively as the Charters of Freedom), on permanent display at the National Archives in Washington, DC, will receive new state-of-the art encasements. Since 1951, the Charters of Freedom have been have been preserved in helium-filled cases created by the National Bureau of Standards, predecessor to the National Institute of Standards and Technology (NIST). Now, NIST, the National Archives and Records Administration, NASA and Heery International are designing new state-of-the-art encasements for the Charters.

Deterioration of the glass in the current encasements appears as small surface cracks, crystals and droplets, which will eventually cause the glass to become opaque. Also, contact between the parchment and the glass may cause abrasions. Correcting these problems is currently impossible-the cases are soldered shut and cannot be opened without compromising the seal. With the new encasements, conservators will be able (if necessary) to open and reseal the cases to examine the Charters or modify the interior components. The documents will be mounted so that glass never touches parchment. Ultra-smooth surfaces and the use of atomically larger argon gas rather than helium will prevent leakage. The new design will afford the flexibility to incorporate future conservation techniques as they are developed. Information on the re-encasement project, including a factsheet on specifications for the new encasements, may be found at the NARA web site, http://www.nara.gov/nara/pressrelease/current.html.

★★★★

ASTM Paper Permanence Research

Abbey Publications Editor Ellen McCrady reports on two major paper permanence research projects underway at the American Society for Testing and Materials (ASTM). One project uses accelerated aging, while the other uses natural aging (for 100 years). For details, see "ASTM/ISR Paper Permanence Research," in the *Abbey Newsletter*, v.23, #1, pp.1, 4-6.

★★★★

Spanish Translation of NEDCC's Preservation Manual Available Online

The Northeast Document Conservation Center (NEDCC) recently published a Spanish translation of its publication, *Preservation of Library & Archival Materials: A Manual*. The translation, which was made by the National Library of Venezuela with support from the Council on Library and Information Resources, is available online at www.nedcc.org. The manual provides basic information needed to enable non-conservators to plan and implement collections care programs.

The translation makes a core collection of preservation literature available for the first time in Spanish.

★★★★

New Publications Available from SAA

SAA recently added the following two preservation-related publications to its offering. To purchase, contact SAA at 527 S. Wells St., 5th Floor, Chicago, IL 60607; phone (312) 922-0140; fax (312) 347-1452; www.archivists.org.

Disaster Response and Planning for Libraries, by Miriam B. Kahn, Chicago: ALA, 1998. 128 pp., soft cover/product code 373, SAA members $38/nonmembers $43.

This publication is intended for use in libraries, archives, and historical societies to help respond to and recover from disasters and to assist in the design of disaster response plans. It addresses each of the four phases of disaster response planning, includes a section on responses and procedures for stabilization and basic treatment of some collections once the recovery process is in full swing.

Inert Gases in the Control of Museum Insect Pests, by Charles Selwitz and Shin Maekawa, CA: Getty Conservation Institute, 1999. 122 pp. soft cover/product code 376, SAA members $23/nonmembers $29.

This book is relevant to archival collections in its description of methods for ridding boxes of infected papers of various vermin. It describes the biological mechanisms by which inert gases kill insects, the methods and materials needed to create and maintain an anoxic atmosphere, treatments, the construction and use of airtight chambers and lowcost bubbles, and procedures for treating objects. It also includes supply sources.

★★★★

Two New CLIR Reports

The Council on Library and Information Resources (CLIR) has published *Securing Our Dance Heritage: Issues in the Documentation and Preservation of Dance*, a report that addresses the full range of issues involved in evaluating, documenting, preserving, and making accessible the history of dance. *Securing Our Dance Heritage* is available from CLIR for $15 prepaid, including postage and handling.

A new report from the Digital Library Federation explores options for salvaging quantitative data stored in technically obsolete formats and its associated documentation stored on paper. *Preserving the Whole: A Two-Track Approach to Rescuing Social Science Data and Metadata* reports on a project at Yale University to migrate into currently accessible formats public opinion survey data collected and encoded in the 1970s. The report is available on the website of the Digital Library Federation, www.clir.org/diglib/dlfhomepage.htm and in print from CLIR for $15 prepaid, including postage and handling.

To order the above two publications, checks should be made payable to CLIR and mailed to: CLIR Publication Orders, 1755 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036-2124; fax (202) 939-4765; info@clir.org.

Steering Committee Meeting Summary

Mid Atlantic Regional Conference
Steering Committee
Summer Meeting
Steering Committee Minutes,
July 23, 1999
Maryland Historical Society
Baltimore, Maryland

IN ATTENDANCE: Susan Aprill, Lauren Brown, Patrice Brown, Jim Byers, Becky Collier, Tom Connors, Tom Frusciano, Charles Greifenstein, Barbara Hall, David Hedrick, Greg Hunter, Marisa Keller, Michael Knies, Mary Mannix, Susan McElrath, Linda Angle Miller, Valarie Miller [Kimball & Associates], Lisa Mangiafico, Susan Oderwald [Kimball & Associates], Sharon Pullen, Ellen H. Ressemeyer, Mary Ellen Rogan, Tom Rosko, Gary Saretzky, Jim Stimpert, Judy Thorne, and Marsha Trimble.

1. **Call to Order**

Jim Byers, MARAC Chair, called the meeting to order at 11:00 a.m. at the Maryland Historical Society in Baltimore, Md.

2. **Approval of Minutes**

The minutes of 7 May 1999 Steering Committee meeting were approved.

3. **Chair's Report**

A. Contracting and introduction of Kimball & Associates representative

Susan Oderwald and Valarie Miller of Kimball & Associates (K&A). Susan reported on the completion by Kimball of various transition activities such as staff changes, office relocation, and the successful import of both the MARAC membership and the financial accounting databases. Kimball completed the mailing of the MARAC newsletter and is also currently reviewing bids relating to upcoming conferences.

B. Appointments and Nominations

Jim reported that he has filled many of the vacant committee positions.

4. **Vice Chair's Report**

A. Current Membership of Meetings Coordinating Committee (MCC)

The current members are Tim Corlis, Jackie Esposito, Don Harrison, Margaret Jerrido,

B. Meetings Policy Manual

An MCC subcommittee composed of Margaret, Jon, Ben, and Marsha is working on a revision of the manual this summer.

C. Update on Future Meetings

•Hauppauge, November 11-13, 1999- LAC Chair Greg Hunter reported on arrangements for this conference and presented a budget for approval of the Steering Committee at the summer meeting.

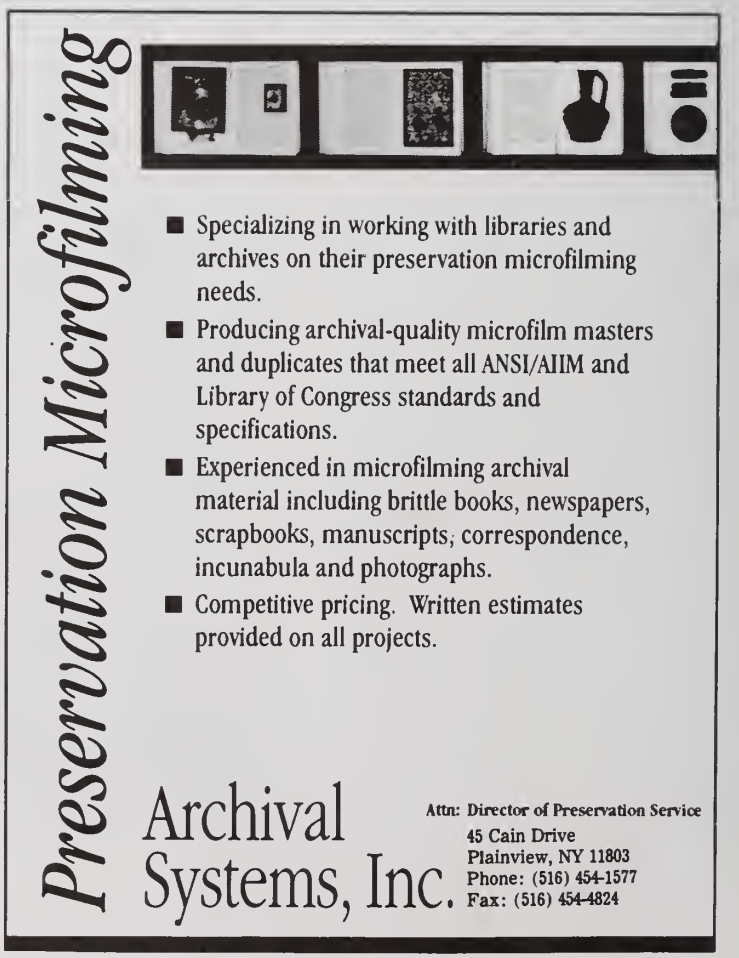
Two important questions were raised in connection with the budget, one being registration fees for LIAC members, and the other being audio-visual costs. After much discussion of the pros and cons of allowing LIAC

MARAC MEETINGS

Fall Meeting 1999
Hauppauge, NY
November 11-13

Spring Meeting 2000
New Brunswick, NJ
May 18-20

Fall Meeting 2000
Cleveland, OH (Joint Meeting with Midwest Archives Conference)
October 19-21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members to register for the same fee as MARAC members, the Steering Committee voted to approve this recommendation by LAC in recognition of the LIAC assistance in organizing and developing the conference. The high costs of audiovisual equipment caused the LAC to explore several options for providing the equipment at conferences. The Steering Committee recommended that the LAC include additional funds in their budget to cover the cost of the audiovisual equipment. Also, suggestions were made to the LAC to raise the workshop price by $10.00 in order to be able to cover the audio visual costs. The Steering Committee voted to approve the budget as amended to include the changes for the LIAC registration fee and the inclusion of additional funds to cover audiovisual costs.

Program Chair David Carmicheal is supervising the development of the program as well as managing production of the preliminary and final program. The program will be printed by a DC company recommended by K&A but mailed from the K&A headquarters. K&A will receive the registration forms, set up the meeting database, be the conduit for meeting income and expenses, and prepare information on meeting participants for the LAC to put in packets. A member of their staff will be at Hauppauge Thursday and Friday morning to assist with registration.

•New Brunswick, May 18-20, 2000- LAC Co-chairs Steve Dalina and Erika Gorder along with their committee have begun planning the arrangements for this meeting to be held at the Hyatt. Paul Lasewicz and Ben Primer are co-chairing the Program Committee.

•Cleveland, October 19-21, 2000- This joint meeting with MAC will be held at the Sheraton Cleveland City Centre. The Local Arrangements are being spearheaded by Mike McCormick, a MAC member in Cleveland, and MARAC's Dan Linke. The program is being planned by Bruce Bruemmer for MAC and Phil Eppard for MARAC. These two committees along with Frank Boles, MAC Chair, Jim and Marsha will hold a planning session at the SAA Conference in August.

•Philadelphia, Spring 2001- Plans have not progressed too far on this front since our last Steering Committee meeting.

Marsha has contacted Elaine Eff of OHMAR about the possibility of another joint meeting but has not heard from her as of yet.

•Roanoke, Fall 2001- Linda Miller and Beth Harris have offered to handle the local arrangements for a return trip to Roanoke, and the MCC accepted their offer. We are considering the possibility of a joint meeting with the North Carolina Archivists for this meeting.

•Baltimore?, Spring 2002- Marsha has begun to explore the possibility of a return trip to this favorite MARAC site.

•Tarrytown/Sleepy Hollow, NY area?- The New England Archivists conference has approached MCC to ask about the possibility of a joint meeting with MARAC in fall 2002.

5. **Secretary's Report**

It was reported that all the Secretary's records from Spring 1996 through Spring 1999 have been turned over to the MARAC Archivist for deposit in the Archives.

6. **Treasurer's Report**

A. New member- It was announced that Judy Thorne has joined the Finance Committee as the Steering Committee representative.

B. Third Quarter Highlights- We are in deficit spending which is normal for the third quarter. This situation may continue into the fourth quarter depending on whether or not the Penn State conference profits are reported at that time.

C. FY 2000 Budget- The Steering Committee passed the budget.

D. MARAC Checking Account- The main MARAC checking account will receive all monies coming to MARAC whether via a conference or any other income such as dues. All checks for MARAC's expenses will be written from the main checking account.

E. Accounting Functions- The transition of accounting functions to K&A is complete. All bills and receipts are to be sent to MARAC, 6707 Old Dominion Drive, Suite 315, McLean, VA. 22101-4503.

F. Crutchley, Marginot & Tosi- The Finance Committee recommended to the Steering Committee to contract with Crutchley, Marginot & Tosi to handle our finances which would include performing an annual audit review. The Steering Committee voted to approve this recommendation.

G. Certificate of Deposit/Reserve Fund- Since our budget has increased and we are required to keep money in reserve to cover one years's operating budget, all of the funds will not be redeposited back into a CD. Vote called to have a reserve fund cover only the regular operating expenses. The Steering Committee voted to approve the establishment of this fund.

H. Strategic Plan Implementation- The new role of the Finance Committee is being explored. A history of the Committee and its duties will be presented to the Steering Committee at the Long Island meeting.

We need to change our IRS status from 501 (c)(6) to 501 (c)(3) to make us acceptable as a tax exempt organization throughout the MARAC region. Jim Byers is working on changing our status as part of the implementation of the strategic plan.

I. Sales Tax-Exempt Status- After MARAC has changed its status with the IRS, we will need to apply for sales tax-exempt status in each locality except Delaware.

7. **Archivist's Report**

A. New Accessions- The Archives accessioned three major sets of files: from the Outreach Committee, the Finding Aids Committee, and from Penn State-area MARAC officers

B. Reference- The Archives provided reference assistance to Ben Primer as he prepared for a June 8th presentation to the National Archives Assembly at Archives II in College Park, MD.

C. The Web Site- Sue Hamburger and Lauren Brown have discussed beginning the process of adding additional information onto the MARAC website, starting with the MARAC Steering Committee minutes. The concensus of the Steering Committee appears to want to put up a brief version of the minutes on the website.

D. MARAC Archives Move- The MARAC Archives is slated to move along with many other special collections holdings from McKeldin Library into a renovated Hornbake Library facility on the campus of the University of Maryland sometime in the summer of 2000.

E. Student Assistant- The Archives received $500.00 in support this fiscal year which enabled them to continue to employ a student assistant to help them with their reference service and processing work.

F. Disposition Schedule- Lauren raised a question about whether he will be getting any K&A records for the Archives. It was pointed out that K&A records would become part of the MARAC archives because they would eventually become a part of the records of the various committees or officers. However, it was mentioned that there was a need for MARAC to have a disposition schedule so that everyone would know what records are being created and what records are to be retired as permanent. A motion was made to have all the officers, committee chairs, and caucus representatives draw up a list of suggested records for retirement to the archives that will be submitted to Lauren at the fall meeting. The Steering Committee passed this motion.

8. **Standing Committees**

A. Education Committee

• Workshops- The Education Committee chair has been working with the Local Arrangements and Program chairs on workshops for the upcoming fall 1999 conference.

The Committee has begun gathering ideas for the spring 2000 conference at which it "officially" takes over the workshops.

• MARAC Education Survey- The MARAC education survey that appeared in the Winter 1999 issue of the MAA did not provide a sufficient number of responses for the survey to be considered useful. The Committee is considering other options for the posting of the survey.

• Workshop Guidelines- The Committee will be working on establishing a set of workshop administration guidelines.

• Conflict of Interest Policy - The Committee submitted to the Steering Committee a revision of the conflict of interest policy concerning workshops. It was noted that in should be clearly stated when a vendor-sponsored workshop [non MARAC supported] is being provided and the definition of a relative is to be determined by the Committee for purposes of selecting a workshop leader. The Steering Committee voted to approve the conflict of interest policy statement.

• MAI and Meeting scholarships- Postings for the MAI and Meeting scholarships will be going out this month.

• New Member- Lee Arnold of the Historical Society of Pennsylvania has joined the Committee.

B. Nominations and Elections Committee

• New members- The following individuals were appointed by the Steering Committee: Linda Miller and Ellen Ressmeyer.

• Upcoming election- The Committee is working on finding nominees for the 2000 elections for the following offices: Treasurer, Secretary, State Representatives, Nominations and Elections (three seats), and Custer Award Committee (two seats).

C. Membership Development Committee

• New Members- Welcome letters with two handouts describing the meeting and MAI scholarships were sent to 74 new members. Caucus chairs received copies of the letters for the new members in their respective states/districts.

• Recruitment- Recruitment campaigns currently are being prepared for a mid-to-late August mailing. The first campaigns are targeted at businesses, students, and recipients of New Jersey CAPES consultations.

• Directory- Marsha Trimble, Vice Chair, has asked the chair of the committee to liaise with Kimball & Associates on the production of the membership directory.

• State Caucus Representatives- A first step toward utilizing the state caucus representatives has been established by sending them copies of the welcoming correspondence that was sent to new members. It is anticipated that the committee will have some basic procedures prepared for the caucus representatives in November to assist with retention efforts when members do not renew their memberships in a timely manner, as well as recruitment campaigns targeted at their states.

• Liaison to Local Arrangements- The arrangements for the new members meeting in Hauppauge have been made.

D. Outreach Committee

• New member- Michelle Powers, Assistant Archivist at Rockefeller Archives Center.

• Archives Week Poster- Catherine Keim will work on the Archives Week poster and take care of its printing.

E. Custer Award Committee

No report submitted.

F. Finding Aids Award Committee

• New members- Nancy Hadley of the College of William and Mary, and Mary Ellen Rogan of the New York Public Library of the Performing Arts.

• Finding Aids Guide- The Committee will be discussing ways to revise the brochure.

• Committee's History and Goals- A history of the Finding Aids Award Committee written by outgoing committee chair, Rita Dockery was submitted at the summer meeting, as were the goals.

The Committee decided to include information on the finding aids awards in all mailing to the archival education community, revise and republish the brochure "Findings on Finding Aids" from 1988, put more information about the awards and the procedures on the MARAC website, and in the longer-term, conduct a poll of the members to determine what kind of finding aids are being done as ways to increase submissions.

G. Publications Committee

• New Chair- Tom Frusciano.

• Technical Leaflets- Frank Serene, technical leaflets coordinator, reported that Kalpana Shankar's "Understanding the Record-Keeping Practices of Scientists," is nearing completion, with some revisions to be made. Frank also spoke with Mary Ronan about a technical leaflet on the Freedom of Information Act (FOIA) and reported that she will have a draft by the fall conference.

• Symposia Volume on "Archives Under Construction"- Jackie Esposito has received six papers from the Penn State meeting and has sent out reminders to other participants to send in their papers.

• Membership brochure- The departure of Diana Shenk from the MARAC region and the hiring of Kimball & Associates requires the revision of the membership brochure, perhaps with a new design. Discussions between Lisa Mangiafico, Jim Byers, Sue Hamburger, and Tom Frusciano have taken place in July regarding the need to print a small number of revised brochures for the upcoming SAA meeting in Pittsburgh. The Publications Committee recommended to the Steering Committee to move money from other areas of its budget to cover costs in printing a limited quantity [about 500 hundred copies] to be made available as necessary. The Steering Committee approved this recommendation.

• MARAC Directory- The question has come up regarding how much we should charge for advertising in the directory. Jim Byers asked for anyone with experience in this matter to please contact him with suggestions.

• *MAA* Editor

Susan Aprill will assume the editorship of the *MAA* after the next issue. Lynne Humphries-Russ has volunteered to serve as assistant editor. Charles Greifenstein will continue to act as a consultant to ensure a smooth transition after Susan and Lynne have assumed their duties.

In early July, Jim Byers appointed an Ad Hoc Committee to review the *MAA*. Members of the committee are Tom Frusciano (chair), Dana Bell-Russel, Ben Primer, Charles Greifenstein, Susan Aprill, Lynne Humphries-Russ, and Susan Oderwald from Kimball & Associates.

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This committee will examine the composition and design of the *MAA*, with the idea of incorporating new features.

H. NCCPH

It was reported that Peter Wosh will be meeting with Page Miller at the upcoming SAA meeting.

9. **State Caucus Reports**

District of Columbia

• Tour- The DC Caucus toured the National Digital Library's state of the art visitor center on May 26.

• Archives Week- The DC Caucus is finalizing its plans for Archives Week. In addition, to several workshops being offered by caucus members, the DC Caucus will host an archives fair at the Sumner School Museum and Archives on October 14. The archives fair will feature exhibits, lectures, and workshops.

Maryland

• Tours- The Caucus will meet on July 28 for a tour of the Montgomery County Archives in Rockville, MD.

A gala day trip to Southern Maryland has been tentatively scheduled for September 26. This day will include a tour of the Calvert Marine Museum and the archeological lab, run by the Maryland Historical Trust, at Jefferson Patterson Park.

In October, perhaps in conjunction with Archives Week, a tour is being planned of the newly renovated archival facility of the University of Baltimore, hosted by Tom Hollowak.

New Jersey

It was reported that Karl Niederer has been ill this summer.

New York

The Baker-Cederberg Museum and Archives of Rochester General Hospital has just received a grant from the NY State Archives Documentary Heritage Program. The grant will enable a survey to be done of the mental health community and establish an archives for the Health Behavioral Network (BHN). The survey will identify appropriate records and locations of related materials illustrating the development of mental health activities in the Rochester region. This will also help in identifying collections for future DHP and NHPRC grants.

10. **Old Business**

MARAC Policy Manual

Lauren Brown is drawing up a twelve month action plan that would convert a lot of information currently in the manual and place it on the website. He is looking at placing MARAC letters; the membership directory; traditional spreadsheets and pre 1991 information on MARAC decisions on the website. A further report will be made at the fall meeting.

11. **New Business**

Federal Information and Records Management Company- This organization appears to concern itself with the appraisal and management of records of the federal government. Their membership consists of either records managers or officers in federal agencies. They have asked a number of archival organizations including SAA and MARAC to send a representative to their meetings. The question is how much do we want to be involved with this group given their desire to be in a position to advise NARA on records appraisal/management policy. It was decided to write to the organization saying that we would like to send an observer to their meetings for a limited period.

12. **Other**

The next meeting of the Steering Committee will be in November at the fall conference in Long Island.

13. **Adjournment**

The meeting was adjourned at 2:35 p.m.

Respectfully Submitted,
Patrice C. Brown
MARAC Secretary

Summarized by Charles Greifenstein

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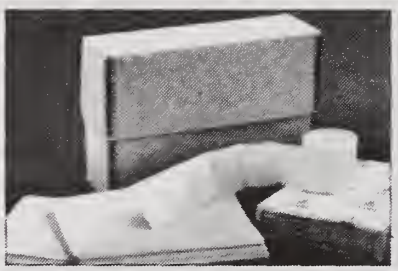

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EMPLOYMENT

As a service to the MARAC membership, the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *MAA* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is no fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *MAA* are December 1st, March 1st, June 1st and September 1st. Because the *MAA* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

Archivist

Gettysburg National Military Park (GNMP)

Gettysburg National Military Park is seeking a term archivist. The archivist will be responsible for evaluating all records, archival and manuscript collections using National Park Service (NPS) records management guidelines. Researches collection provenance, original order, series components, dates, document formats, processes, creator, authenticity, topical content data, legal status, and legal validity of access restrictions and ownership history. Produces finding aids and a repository level guide. Enters the collection into the NPS automated collections management system (ANCS+). Supervises contract, seasonal, temporary and other personnel responsible for cataloging and processing archival collections.

This position will be filled at either the GS-9 or GS-11 level. The successful candidate will be able to work independently and will need extensive experience in records and archival management (with an emphasis on cataloging). Vacancy announcement has not yet been released. For additional information please contact winona_peterson@nps.gov or call 717-338-1510. Gettysburg National Military Park(GNMP), 97 Taneytown Road, Gettysburg, PA 17325. GNMP, an agency of the federal government, is an equal opportunity employer.

Regional Archivist

The Capital District Library Council seeks a half-time Regional Archivist for its NYS Documentary Heritage Program.

Duties include program planning based on a recent needs assessment survey, training staff at local repositories in historical records management techniques; developing and implementing records surveys and collection projects; arranging adult education workshops on topics relating to the sound management of historical records; travel to site visits within a 10-county area; and raising public awareness of archives through the annual Archives Week and other activities.

Qualifications: Masters Degree in Library Science or History, which included coursework in archival administration.

Required: Experience working in an historical records repository i.e., historical society, library, or museum) with a formal archival program.

Salary range: $16,000 to $19,000 with prorated benefits.

Send cover letter, resume, and names of three references to: Regional Archivist Search Committee, c/o Jean K. Sheviak., Executive Director, Capital District Library Council, 28 Essex St., Albany, NY 12206.

Review of applications will begin September 15, 1999 and continue until position is filled.

Learn more about the Capital District Library Council at our website: www.cdlc.org.

New Website for the Council of State Historical Records Coordinators

The Council of State Historical Records Coordinators (COSHRC) has initiated a web site to facilitate its ongoing cooperative activities as well as support its current project, the National Forum on Archival Continuing Education (NFACE). NFACE is a project developed by COSHRC in partnership with the American Association for State and Local History (AASLH). It is being funded through a grant from the National Historical Publications and Records Commission (NHPRC). COSHRC's web site can be found at www.coshrc.org. Information specific to the NFACE project is located at www.coshrc.org/nface.

Features of the Site

The first features to be included on the COSHRC web site are those which will assist the State Coordinators in working with each other, their constituents, and the National Historical Publications and Records Commission (NHPRC).

Each State Coordinator chairs a State Historical Records Advisory Board (SHRAB) which is responsible for reviewing grant proposals to NHPRC developed within their states. Many of these SHRABs have also undertaken strategic planning, surveys, educational programs, regrants, and other projects involving historical records repositories and supporting the activities of record keepers statewide. The COSHRC site provides links to all of the SHRABs that have web sites and summarizes the information and materials available at each one.

The COSHRC site also provides access to reports from its three earlier survey projects that assessed the conditions of historical records nationwide and the programs and needs of the repositories that hold them. These reports include:

- "Where History Begins: A Report on Historical Records Repositories in the U.S." (1998) (http://www.coshrc.org/surveys/HRRS/hrrsdocs.html)
- "Maintaining State Records in an Era of Change: A National Challenge" (1996) (http://www.coshrc.org/surveys/1996rpt/1996survey.htm)
- "Recognizing Leadership and Partnership: A Report on the Condition of Historical Records in the State and Efforts to Ensure Their Preservation and Use" (1993) (available soon at http://www.coshrc.org/surveys/1993rpt/1993survey.htm)

A third feature is a section which provides links to sources of technical information and good advice about the care of historical records arranged by topic (http://www.coshrc.org/nface/Info%20Res/locgovt_res/res_main.htm).

Currently the focus is on materials relevant to state and local government records (including general records schedules, legislation on access and privacy), but many could easily be applied to nongovernment records (e.g., disaster planning and recovery, storage standards, email guidelines). We will be adding many more links to this section over the next few months and broaden its focus to materials applicable to both public and private repositories. We will also develop a search capability to facilitate use of these lists.

NFACE Project

The web site will be central to the work of COSHRC's current project, the National Forum on Archival Continuing Education (NFACE). The NFACE portion of the site will provide a vehicle for sharing information among participating organizations as well as for disseminating information about existing educational programs and best practices to those who educate caretakers of historical records.

NFACE plans to include the following features, among others:

- Descriptive materials about the NFACE project (project goals, Forum agenda, participant list).
- Extensive information about existing educational programs and information resources, either in the form of a database or searchable text.
- A joint calendar of educational offerings and other events sponsored by participating organizations and institutions.
- Links to the Websites of participating organizations and their offerings.
- A reading list of literature on continuing education.
- An interactive message board where visitors to the site will be encouraged to place comments and suggestions as a further channel for input and exchange of ideas.
- A survey of individuals who care for historical records. The site will include the survey form (which can be completed online) and results of the survey when available.

The NFACE project and web site are just getting started, so check back often to see what we've added.

For Additional Information

For more information about COSHRC, contact the current Chair of the COSHRC Steering Committee, **Guy Louis Rocha**, Assistant Administrator for Archives and Records, Nevada State Library and Archives, 100 N. Stewart Street, Carson City, NV 89701. Phone: (775) 684-3317 Email: glrocha@clan.lib.nv.us

NFACE Project to Examine Continuing Education Needs and Develop Action Agenda

For more information about the NFACE Project, contact:

Kathleen Roe, Chair, NFACE Program Committee, NY State Archives and Records, Administration, Room 9C71, Cultural Education Center, Albany, New York 12230. Phone: 518-474-6926 Fax: 518-402-5372 Email: kroe@mail.nysed.gov

Vicki Walch, NFACE Project Coordinator, 65 N. Westminster St., Iowa City, IA 52245. Phone: 319-338-6650 Fax: 319-354-2526 Email: vwalch@coshrc.org

Jenifer Burlis-Freilich, NFACE Research Consultant, 130 Forest Hill Avenue, Jefferson City, MO 65109. Phone: 573-635-7958 Email: jbfreilich@aol.com

The Council of State Historical Records Coordinators is pleased to announce a new project to examine the continuing education needs of the nation's historical records keepers and develop an action agenda to address those needs.

What is NFACE?

The National Forum on Archival Continuing Education (NFACE) is a project developed by the Council of State Historical Records Coordinators (COSHRC) in partnership with the American Association for State and Local History (AASLH). The project's development is being funded through a grant from the National Historical Publications and Records Commission (NHPRC).

The goals of the project are to

• Gather and disseminate information about what continuing educational services and information resources are already available for those who care for historical records;

• Encourage collaboration and coordination among providers of archival continuing education in developing additional offerings, especially those that address gaps in existing educational opportunities;

• Improve the accessibility to information resources about best practices in the care of historical records that support these educational efforts; and

• Develop an action agenda for archival continuing education in the next decade. This agenda will be shared with federal funding agencies, resource allocators, and key stakeholders in archival continuing education.

Who Are the Nation's Record Keepers?

NFACE is concerned with the continuing educational and informational needs of all individuals who care for historical records. The 1998 COSHRC report, "Where History Begins," which analyzed a survey of historical records repositories in the U.S., found records in the care of three broad categories of individuals:

• Professional archivists and manuscript curators. Professional records keepers work in a variety of repositories, including college and university archives and special collections departments, historical societies, state and local government archives, federal repositories like the National Archives and Library of Congress, research libraries and other cultural institutions, and corporate archives serving businesses and religious organizations, among others.

• Allied professionals with records responsibilities. These include local government officials, museum curators, librarians, historic site administrators, and others whose primary training and expertise is in another field but whose work involves some significant records-related responsibilities.

• Records caretakers who have limited or no training. Many organizations, including local historical societies and other community-based organizations, depend heavily on volunteers, student interns, or paraprofessionals to provide vital care for their historical collections.

The complete text of "Where History Begins" is available via the COSHRC and NHPRC web sites. See http://www.coshrc.org/surveys/HRRS/hrrsdocs.html.

What Will Happen at the Forum?

The National Forum on Archival Continuing Education will be held April 27-29, 2000, in Decatur, Georgia, just outside Atlanta with more than 100 invited participants. They will represent more than 45 national and regional organizations and many state-level bodies that currently provide continuing education to those caring for historical records or whose constituents are potential consumers of such services. NFACE will also invite

representatives from many agencies that provide funding for archival continuing education or that sponsor such programs.

How are We Preparing for the Forum?

In the months leading up to the Forum, the NFACE staff and Program Committee will undertake an in-depth data gathering and evaluation process. We are starting now to contact national and regional professional associations, state and federal agencies, individual repositories, and other organizations. We are seeking their involvement and will use information that they provide to compile a master directory of all workshops, institutes, on-the-job programs, correspondence courses, and other educational opportunities.

All of the State Coordinators are also being asked to work with their State Historical Records Advisory Boards (SHRABs) to gather information about educational needs and priorities in their states. To assess individual needs, NFACE is distributing a 2-page survey at meetings, in newsletters, and via the Internet to members of all of the audience groups listed above. We will have an online version of this questionnaire available shortly on the COSHRC web site and hope that many individual archivists will make their needs known by responding to this survey. Many state and national organizations are also holding focus groups to discuss these needs in more depth and report back.

Who is Organizing NFACE?

The Forum project is being organized by the NFACE Program Committee chaired by Kathleen Roe (New York State Archives and Records Administration). Terry Davis (AASLH Executive Director) is the Administrative/Financial Director for the Project. Guy Louis Rocha (current COSHRC chair) is the Project Director. Edward Weldon (Georgia Department of Archives and History) is serving as Local Arrangements Chair (other members of the GDAH staff will also provide substantial local arrangements support). Other members of the Program Committee (and the organizations which they represent) include Danna Bell-Russel, Library of Congress (Society of American Archivists and Mid-Atlantic Regional Archives Conference); Sandra Clark, Michigan Historical Center (COSHRC and American Association for State and Local History); Nancy L. P. Fortna, National Archives and Records Administration, Staff Development Services (National Association of Government Archives and Records Administrators' Education Committee); Jeffrey O. Johnson Utah State Archives (COSRHC); Maureen Melton, Museum of Fine Arts, Boston (New England Archivists); Patricia Michaelis, Kansas State Historical Society (Midwest Archives Conference); Donn Neal (National Archives and Records Administration); George Parkinson and Charlie Arp Ohio Historical Society (COSHRC); Rosalye A. Settles, Curator's Office, Architect of the Capitol (Academy of Certified Archivists); Donald F. Whiting, Washington State Archives (COSHRC); and Richard Cameron (National Historical Publications and Records Commission). An additional representative from the Society of American Archivists will be named shortly. Paid staff members for the NFACE Project include Vicki Walch, Project Coordinator, and Jenifer Burlis-Freilich, Research Consultant.

How Do I Find Out More About the NFACE Program?

You can contact anyone on the NFACE Program Committee or one of the project's staff members for additional information on the Forum or to discuss the role your organization plays in archival continuing education. We also invite you to visit the NFACE web site at http://www.coshrc.org/nface throughout the project for additional information and progress reports.

Contacts:

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Jenifer Burlis-Freilich, NFACE Research Consultant, 130 Forest Hill Avenue, Jefferson City, MO 65109. Phone: 573-635-7958 Email: jbfreilich@aol.com

One Of Our Own

"I don't know anyone with quite my job," says Susan Aprill, archivist for Edwin Schlossberg Incorporated, an interactive design firm. While her duties are in part typical of a corporate archivist, Susan is also the records manager and is heavily involved in developing and maintaining her company's LAN.

What makes her job unique, however, is the nature of the firm and its records. ESI designs "entertainment spaces" that allow people to interact with technology in a user-friendly and creative way and, more importantly, that allow people to learn how better to communicate with each other. For instance, ESI designed The Eloise W. Martin Center (ECHO) for the Chicago Symphony Orchestra that lets people interact with computers in such a way that people develop a greater understanding of music.

While "still swimming in paper" from administrative records and from projects early in the firm's history, the records now generated by ESI are mainly digital, including a lot of multimedia records. And the forty or so core employees of the firm "tend to want to keep everything--" understandably, since ideas that may not be used in one project may prove useful in the future. Deciding what to retain and how to retain it are major components of her work. It is especially challenging since the firm employs very creative people who generate many ideas for each project-and the records that go along with them.

Susan did not start out to be an archivist. A history major at the University of New Hampshire, she also received a degree form UNH in hotel and restaurant administration, thinking that she would eventually go into that business. An interest in books and libraries spurred her to go to library school, where an internship at the New-York Historical Society piqued her interest in archives. Work in archives combined service to the public with the "unique quality of history" that she enjoyed as well. It was, as Susan puts it, "applied practical history." Although being a corporate archivist is not the same thing as working in an historical society, Susan finds preserving the history of ESI rewarding as well as practical, preserving the records of an innovative company, thus saving the creative output of its employees for the future.

Name: Susan Aprill

Current position: Archivist, Edwin Schlossberg, Incorporated

Previous position: Graduate Assistant, New York University Archives

Place of birth: New Orleans

Undergraduate degrees: BA in history and BS in hotel and restaurant administration, University of New Hampshire

Graduate degrees: MA in history from NYU, MLS from Pratt

Year joined MARAC: 1994

Beginning with the next issue, Susan Aprill will assume editorship of the *Mid-Atlantic Archivist*.

New MARAC Members

Kineret Abramson
Georgetown University Law Library

Virginia D. Antonucci
Long Island Library Resource Council

Roger Kizer Ball
University of Maryland, CLIS

Learned Bulman
Morris County Historical Society

Mary Cordato
American Bible Society

Susie Husted
SUNY-Queens College

Merilee Jennings
Old York Library

Lisa LeGloahec
LaGrange Association Library

Jennifer McDaid
The Library of Virginia

Sara Meyerson
Archival Management

Larry Moore
Montgomery County Historical Society Library

Janie O'Neal
University of Maryland

Cecilia Pellegrino
Lake Linganore Historical Archive Committee

Katy Rawdon
American College of Physicians American Society of Internal Medicine

Ellen Rendle
Historical Society of Delaware

John Sheridan
Augustinian Province of St. Thomas of Villanova

Miriam Spectre
Beinecke Library, Yale University

James Steed
Smithsonian Institution Archives

Charlotte Sturm
Rockefeller Archive Center

Mary Sullivan
University of Albany

Nancy Taylor
Presbyterian Historical Society

Miriam Tierney
American Jewish Committee

Robert J. Vejnar
Emory & Henry College

Kelly Library

In Memoriam

Ron Axelrad

Ronald Axelrad, Archivist at the Leo Baeck Institute and long-time member of MARAC, died on August 31, 1999 at the age of 47. Ron was a graduate of Hobart and William Smith College. He earned a master's degree in history from Temple University and an M.L.S. from Rutgers. He participated in the New Jersey Synagogue Archives Project while at Rutgers and later served at the American Jewish Archives in Cincinnati and as the first archivist of the Jewish Historical Society of Central New Jersey. Ron was also an accomplished singer and participated in choral groups in Cincinnati and in Highland Park, New Jersey having toured in Europe with the later. He will be very much missed by his family, friends and colleagues.

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The *Mid-Atlantic Archivist (MAA)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and of records managers; and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at $15 per year. Membership applications should be addressed to: MARAC, 6707 Old Dominion Drive, Suite 315, McLean, VA 22101, email: office@kimbal.com. Send material for *MAA* publication to: Charles B. Greifenstein, Library of the College of Physicians of Philadelphia, 19 S. 22nd St., Philadelphia, PA 19103-3097, tel. (215) 563-3737 x275 or x297, fax (215) 569-0356, e-mail: greifenstein@collphyphil.org. Deadlines are the first of March, June, September and December.

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